

**DEPARTMENT OF PUBLIC WORKS
WATER AND SEWER ADMINISTRATION
New Connection Services**

INFORMATION REQUIRED FOR LICENSE AGREEMENT FOR INSIDE METER

COMMERCIAL APPLICATION NO. _____

Since you are requesting an inside meter, a License Agreement (Inside Meter Agreement) will be prepared by the County for the property owner's signature. Once the property owner has signed, the Agreement will be fully executed by Harford County.

This License Agreement is necessary for the appropriate County personnel to enter the premises where the equipment (water meters, back flow preventers, drain valves, etc.) is located, for the purpose of installing, reading, testing and repairing or replacing back flow preventers and drain valves. The License Agreement also provides the County with a twenty-four (24) hour access to the areas where the equipment is located in case of a water pipe break or a major leak. County personnel will need to shut off the water supply and repair, maintain and test equipment.

To prepare the License Agreement, the County must have information about the property. **Please complete this form, and return it with a copy of the Deed for the property (proof of ownership) and a copy of the Articles of Corporation (if applicable) to:**

New Connection Services
Division of Water and Sewer
101 South Main Street
Bel Air, MD 21014
410-638-3300

It is important that this information be submitted as soon as possible so the License Agreement can be prepared. Until the Agreement is completed and signed by the property owner, the work done under your Commercial Application cannot be accepted.

If you have any questions, please contact me at 638-3300. Thank you.

Aimee E. Mitchell
New Connection Services

ALL APPLICABLE INFORMATION MUST BE COMPLETED IN FULL OR THE FORM WILL BE RETURNED.

Location of Commercial Meter: (property to be serviced by water meter)

Address: _____
_____ Zip _____

Tax Map: _____ Parcel: _____ Lot #: _____

Deed Liber: _____ Folio: _____ **(please provide a copy)**

Plat Liber: _____ Folio: _____ **(please provide a copy)**

Emergency Contact persons name: _____

Daytime Phone #: _____ - _____ - _____ Evening Phone #: _____ - _____ - _____

Property Owner Name: _____

Address: _____
_____ Zip _____

Daytime Phone #: _____ - _____ - _____ Evening Phone #: _____ - _____ - _____

Authorized Person Signature: _____

Title: _____

Tenants Name: _____

Address: _____
_____ Zip _____

Daytime Phone #: _____ - _____ - _____ Evening Phone #: _____ - _____ - _____

If property is currently under a sales agreement complete the following.

Name and address of purchaser: _____

_____ Zip _____

Daytime Phone #: _____ - _____ - _____ Evening Phone #: _____ - _____ - _____

Settlement date: _____